

# Applying for Site Manager

1 Go our registration webpage at <http://www.chems.alaska.gov/phtn/default.asp>. Choose site management. Note: You need to be a registered participant before applying as a site manager

2 Choose apply as a new site manager.

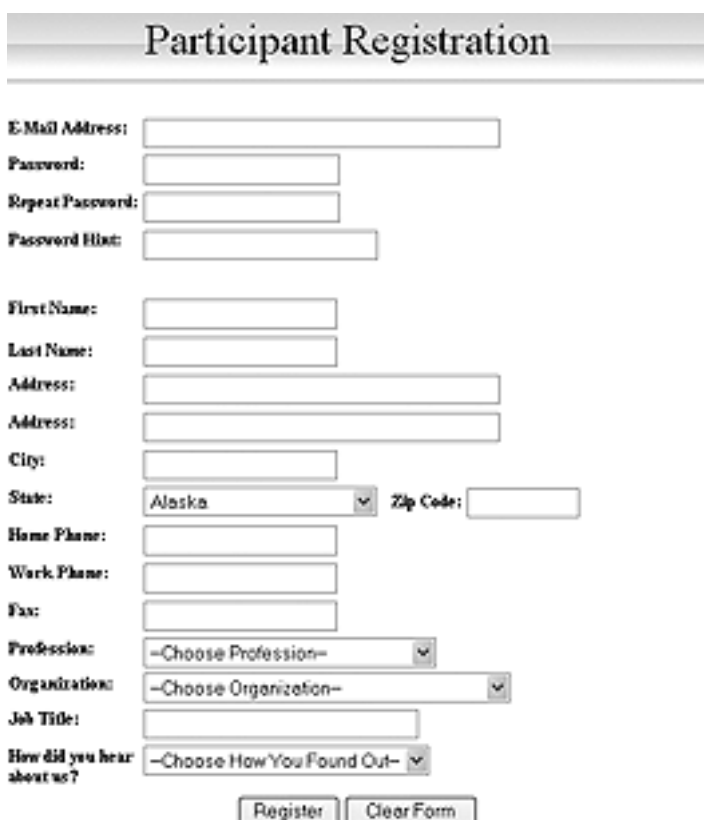


The form is titled "Site Manager Login". It contains a heading "Please enter your e-mail address and password:". Below this are two input fields: "E Mail Address:" and "Password:". A "Login as Site Manager" button is positioned below the password field. At the bottom, there is a link "Forgotten your password or need assistance logging on? Click Here:" followed by a "Login Help" button.

Click below to apply as a new Site Manager:

[Apply as a New Site Manager](#)

3 Fill in your information in the blanks.



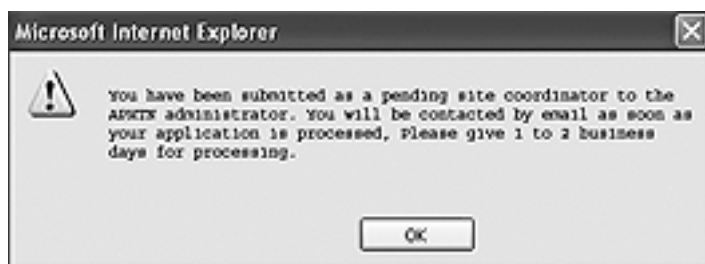
The form is titled "Participant Registration". It contains several input fields for personal and contact information: "E Mail Address:", "Password:", "Repeat Password:", "Password Hint:", "First Name:", "Last Name:", "Address:", "Address:", "City:", "State:" (with a dropdown menu showing "Alaska"), "Zip Code:", "Home Phone:", "Work Phone:", "Fax:", "Profession:" (with a dropdown menu showing "--Choose Profession--"), "Organization:" (with a dropdown menu showing "--Choose Organization--"), "Job Title:", and "How did you hear about us?" (with a dropdown menu showing "--Choose How You Found Out--"). At the bottom, there are two buttons: "Register" and "Clear Form".

4 The system will ask you for your participant email and password. After you submit this info, you will need to fill in a second window. Fill in the blanks and hit the apply.



The form is titled "Site Manager Application". It contains a heading "Welcome: Mendi Antisdell". Below this are four input fields: "Organization:", "Job Title:", "Org. Phone#:", and "Org. Fax#:". A button labeled "Apply to be a Site Coordinator" is at the bottom.

5 After completing the second window, a secondary screen will pop up with the following message:



The message box is titled "Microsoft Internet Explorer". It contains a warning icon and the following text: "You have been submitted as a pending site coordinator to the AKEM administrator. You will be contacted by email as soon as your application is processed, please give 1 to 2 business days for processing." An "OK" button is at the bottom.

You will be notified in a few days if you have been accepted. When you get that message, you can now begin assigning programs to you site.

If you are unable to register and would like assistance, feel free to contact us.

Mendi Antisdell  
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